



CITY OF PICO RIVERA
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
6615 PASSONS BOULEVARD
PICO RIVERA, CALIFORNIA 90660

Fair Return Application for Rent Increase and Adjustment City of Pico Rivera Mobilehome Rent Stabilization and Mobilehome Owner Protections

The Mobilehome Rent Stabilization and Mobilehome Owner Protections Ordinance allows for an annual CPI increase that is the greater of either seventy-five percent (75%) of the consumer price index (CPI) or three percent (3%) of the base rent charged at the time of the increase, which only regularly occurs once every twelve-month period. Section 9.48.050 allows for a mobilehome park owner to apply for a rent increase more than the permitted annual rent increase in the event they believe they are not receiving a fair and reasonable return from the allowable annual rent increase.

If you have any questions regarding the Rent Increase and Adjustment process, please contact Alex Lawrence or Tara Matthews either via email at alawrence@webrsg.com and tmatthews@webrsg.com or by phone at (714)-316-2104 and (714) 316-2111, respectively.

To be granted a rent increase and adjustment a mobilehome park owner must do the following:

- Before submitting a rent increase and adjustment application provide written notice to all affected mobilehome owners of the annual rent increase.
- The department will consider the following factors in reviewing an application and making a determination:
 - Changes in CPI
 - Rental history of the affected mobilehome spaces since October 13th, 2020
 - Mobilehome park owner income and expenses as they relate to the Mobilehome Park
 - Changes in property taxes
 - The length of time since the last hearing or final determination or the last rent increase if no previous application for a rent increase was submitted.
 - The addition of any capital improvements to the park
 - The physical condition of the affected mobilehome
 - Need for repairs caused by regular wear and tear
 - Any changes in housing services

- Any existing rental agreements
 - Changes in net operating income
 - A fair and reasonable return on the mobilehome park prorated among the mobilehome spaces
 - Any history of noncompliance with this ordinance
- Approval of the application is based on working to ensure a fair and reasonable return for the mobilehome park owner without placing an undue financial burden on the mobilehome owners.
 - Within five (5) calendar days after the submission of a mobilehome park owner's application for a rent increase and adjustment, the mobilehome park owner must, at their own expense, notify all the affected mobilehome owners via certified mail return or personal service.
 - Ten (10) days after the submission of the application the mobilehome park owner must also submit proof of service with the Department, on a form provided by the Department, submitted with a copy of the notice provided to mobilehome owners.
 - After notifying the mobilehome owners, park owners must make any requested supporting documents to their application ready within five (5) days of any request by a mobilehome owner.
 - Fees and costs incurred by a mobilehome park owner to prepare, file, or pursue an application are not admissible as operating costs or expenses and are expressly prohibited from being passed along to a mobilehome owner.
 - A mobilehome park owner must, at their expense, retain their rent increase application along with all supporting documents, and the final decision to make them available for review and/or copy for six (6) months after the completion of the appeals process.



FAIR RETURN APPLICATION FOR RENT INCREASE AND ADJUSTMENT

****Please submit a copy of the resident notification of the approved rent increase**

Park Name: _____ Telephone: _____

Park Address: _____

Park Owner(s): _____ Telephone: _____

Address: _____

E-mail Address: _____

Park Representative(s): _____ Telephone: _____

Address: _____

E-mail Address: _____

Park Attorney(s): _____ Telephone: _____

Address: _____

E-mail Address: _____

of Spaces in Park: _____ # of Spaces Affected by Proposed Increase: _____

Please indicate the number of spaces in your park occupied by:

Triple-Wides _____ Double-Wides _____ Single-Wides _____ Travel Trailers _____

Briefly describe the services that have been provided within the current rent at no additional charge to the park residents, such as utilities, including trash, sewer, and cable TV including Housing Services as described in the Ordinance. Additionally, please note if any changes have been made to those services since October 13th, 2020. (Attach additional pages if more space is needed.)

Briefly explain the reason(s) for requesting a rent increase. (Attach additional pages if needed.)

Space Number	Current Rent	Requested Amount Increase	Percent Increase	Requested New Rent
--------------	--------------	---------------------------	------------------	--------------------

		-		
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____
_____	_____	-	_____	_____

OPERATING INCOME AND EXPENSE SHEET FOR THE YEAR 20

OPERATING INCOME: *

SPACE RENT INCOME: _____

(excluding capital improvement income)
rent, if any)

MISCELLANEOUS INCOME:

LAUNDRY ROOM INCOME: _____

CABLE TV INCOME: _____

GUEST FEES: _____

RV STORAGE INCOME: _____

INSURANCE RECOVERY: _____

VENDING MACHINES: _____

REC. ROOM INCOME: _____

LATE/RETURN CHECKS: _____

OPERATING EXPENSES:**

ADMINISTRATION:

ACCOUNTING: _____ (includes manager space)

INSURANCE: _____

LEGAL: _____

LICENSE/FEES/DUES: _____

OFFICE EXPENSES: _____

TELEPHONE EXPENSES: _____

ON-SITE SALARIES/TAXES _____

MANAGEMENT FEES: _____

MONTHLY SPACE BILLING: _____

DEBT SERVICE INTEREST: _____

RENT/LEASE ON LAND: _____

EMPLOYEE RENT: _____

PROPERTY TAXES¹: _____

UTILITIES: (owner paid & common area)

OTHER INCOME: (list)

_____	_____
_____	_____
_____	_____
_____	_____

WATER: _____

ELECTRICITY: _____

NATURAL GAS: _____

TRASH COLLECTION: _____

MAINTENANCE:

CARPENTRY: _____

ELECTRIC: _____

LANDSCAPING: _____ utilities, any surplus income

PLUMBING: _____ not to be listed above as

POOL MAINT. /SUPL.: _____

STREET MAINT.: _____

STREET SWEEPING: _____ Do not list tenant-

SECURITY: _____ Chapter 2.5, Sec. 798.41

*List all park-related income. If tenants are billed by the park for left. after the utility bills are paid are income.

**List all regular operating expenses only. Do not include capital improvement expenses. reimbursed utility expenses. as defined in the Calif. Civil Code:

¹ Please attach property tax information over the previous three years to demonstrate the change in the property tax.

TOTAL INCOME: _____
TOTAL EXPENSES: _____

OTHER EXPENSES²: _____

² Please detail any expenses listed under “Other Expenses” on the following page

UTILITY COSTS

ELECTRICITY: (please check one)

_____ Residents pay directly to utility companies. (proceed to the natural gas section, below)

_____ Residents are billed by the park based on their meter readings. (proceed to A, below)

_____ The cost of the utility is included in the rent. (proceed to B, below)

A. Fill in the amounts paid and collected the past 3 calendar years for electricity.

	20____	20__	20__
1. Amount collected from park residents:	_____	_____	_____
2. Amount billed by utility company:	_____	_____	_____
3. Difference: (1. minus 2.)	_____	_____	_____

B. Enter the amount paid by owners to the utility the past 3 calendar years:	20__	20__	20__
	_____	_____	_____

NATURAL GAS: (please check one)

_____ Residents pay directly to the utility company. (proceed to the water section, below)

_____ Residents are billed by the park based on their meter readings. (proceed to C, below)

_____ The cost of the utility is included in the rent. (proceed to D, below)

C. Fill in the amounts paid and collected in the past 3 calendar years for natural gas.

	20____	20__	20__
1. Amount collected from park residents	_____	_____	_____
2. Amount billed by utility company	_____	_____	_____
3. Difference (1. minus 2.)	_____	_____	_____

D. Enter the amount paid by owners to the utility the past 3 calendar years:	20__	20__	20__
	_____	_____	_____

WATER: (please check one)

_____ Residents pay directly to the utility company. (proceed no further on this page)

_____ Residents are billed by the park based on their meter reading. (proceed to E, below)

_____ Cost of the utility is included in the rent. (proceed to F, below)

E. Fill in the amounts paid and collected the past 3 calendar years for water.

	20_____	20__	20__
1. Amount collected from park residents	_____	_____	_____
2. Amount billed by utility company	_____	_____	_____
3. Difference (1. minus 2.)	_____	_____	_____

F. Enter the amount paid by owner to the utility the past 3 calendar years:

	20_____	20__	20__
	_____	_____	_____

(page __ of __)

INFORMATION PURSUANT TO MOBILEHOME SPACE RENT CONTROL GUIDELINES

Please provide the below information required by Section 3a.i through 3a.xii of Ordinance 1153

Briefly describe all capital improvements that you have made to the park. Include the cost of those improvements and indicate whether the cost was recovered by a capital improvement rent increase. (Attach additional pages if needed.)

Briefly explain the overall rate of return currently being earned by your park. (If necessary, you may make adjustments to the purchase price as a result of purchase after the adoption of rent control.)

Provide any other relevant information you wish to be considered. You may provide other measures of the rate of return being earned on your park. (Attach additional pages if needed.)

OWNER'S AFFIDAVIT

State of California
County of Los Angeles
City of Pico Rivera

I (We,) _____
(please type or print name(s) clearly)

Being duly sworn, depose and say that I (we) am (are): the (owner(s) or the authorized representative(s) of the owner(s)) of said park involved in this fair rent increase request and that the foregoing statements or answers contained herein and the information submitted herewith are in all aspects true and correct to the best of my (our) knowledge and belief.

Signed:

Signed:

Mailing Address:

Mailing Address:

City, State, Zip:

City, State, Zip:

Telephone:

Telephone:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los
Angeles

\proved

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Public

Exhibit A: PROOF OF SERVICE

The form on the next page is provided for the purposes of fulfilling the copied section 9.48.050 of Ordinance 1153, it is to be submitted **after** this application for a rent increase has been submitted to the Department and the mobilehome park owner has provided a notice of application for a rent increase to all potentially affected mobilehome owners. The notices to residents must be sent via certified mail within five (5) days of the applications' submission and proof of said resident notification should be provided to the City within ten (10) days of the application's submission. Should you have any questions please contact Alex Lawrence or Tara Matthews either via email at alawrence@webrsq.com and tmattthews@webrsq.com or by phone at (714)-316-2104 and (714) 316-2111, respectively.

PROOF OF SERVICE

State of California
County of Los Angeles
City of Pico Rivera

I (We,) _____
(please type or print name(s) clearly)

being duly sworn, depose and say that I (we) am (are): the (owner(s) or the authorized representative(s) of the owner(s)) of the said park involved in this rent increase and adjustment request, submitted on the ____ of _____, 20__, have served a notice to all mobilehome spaces and owners listed as potentially effected by said application, have made available, and will continue to make available, all supporting documents of the application within five (5) days of any mobilehome owner request, and am submitting this Proof of Service within (10) calendar days after the submission of my(our) rent increase application in an effort to satisfy sections 9.48.050 of Ordinance 1153, Mobilehome Rent Stabilization and Mobile Homeowners Protections.

Signed:

Signed:

Mailing Address:

Mailing Address:

City, State, Zip:

City, State, Zip:

Telephone:

Telephone:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this ____ day of _____, 20__, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Public